Computer Services

Quick Guide on How to Use the Microsoft OneDrive Cloud Storage.

Introduction

In addition to Student Email, students also have access to the Microsoft OneDrive, a cloud-based storage area. Microsoft OneDrive also offers 1TB of storage for any file type, including pictures, music, and other documents. OneDrive accounts also include access to Microsoft Office Word, Excel, PowerPoint, Excel Survey, and OneNote.

The Microsoft OneDrive account is tied to the student email account. Students can access OneDrive from any computer on or off campus, through any Internet browser. OneDrive can be downloaded onto any computing devices (PC, Laptop, Tablet, or Smartphone).

Accessing Microsoft OneDrive on an Internet browser

To access OneDrive:

1. Open your Internet browser and login to your LYIT Student email: The URL for student email is https://login.microsoftonline.com or via LYIT website http://www.lyit.ie
2. You should see the following sign in box:
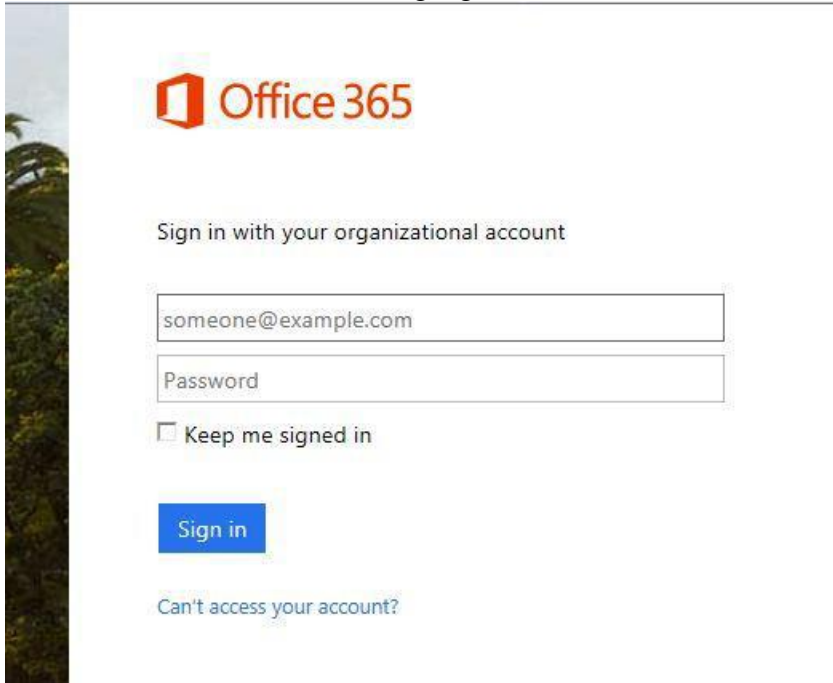
3. Type in your Student email address, which should be: studentID@student.lyit.ie (i.e. L00123456@student.lyit.ie).
4. Type in your password.
5. Click "Sign In" to log into your account.

To access OneDrive, click on the OneDrive menu item
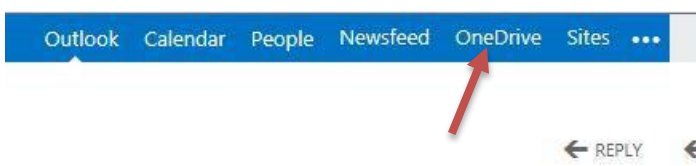
Below is screen presented to your when click on "OneDrive". To perform a task click on the "new" link as per below figure.


When clicking on new, the following menu will appear, click on the task that you want to perform.

Document types that you have access to are Microsoft WORD, EXCEL, POWERPOINT, and EXCEL SURVEY, as well as the OneNote collaboration tool.

Creating Microsoft Office Files (Word, Excel, PowerPoint, OneNote)

By selecting "new" as per previous figure you can then select type of file you want to create i.e. Word, Excel, PowerPoint, or OneNote. Figure below shows how you name your Microsoft office files and save & exit from any online Microsoft Office application.
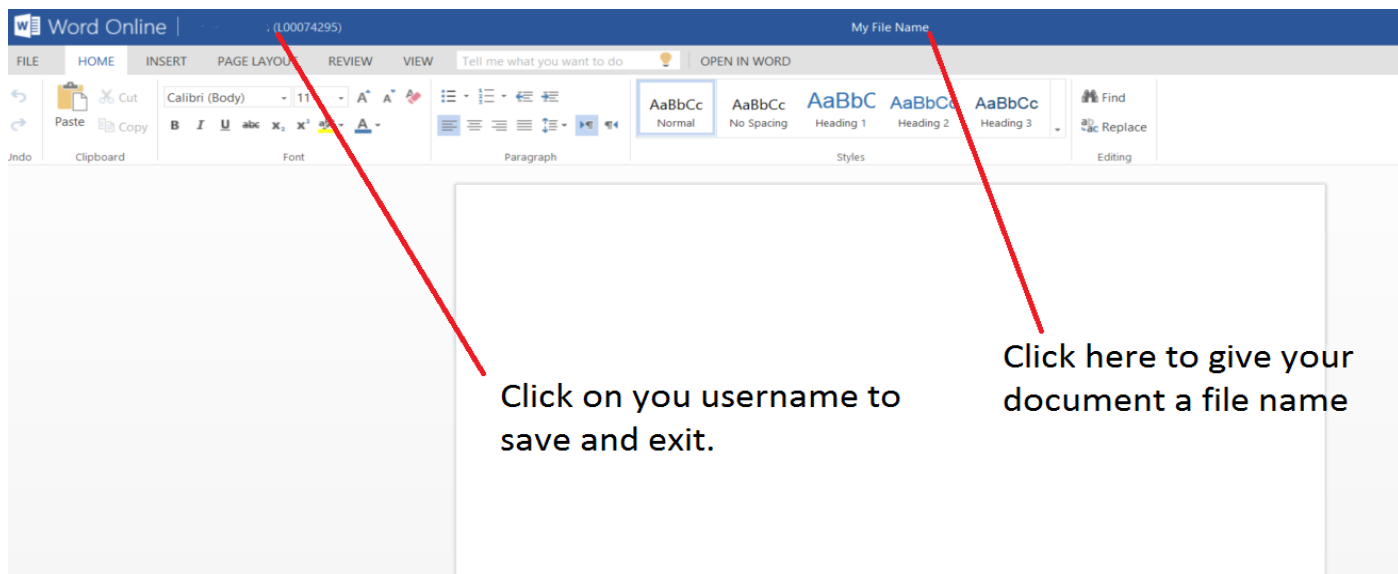

Note: You can give your document a name my clicking on the center as shown in the above figure – this applies to Excel and PowerPoint as well. The only way to exit Word, Excel, PowerPoint or OneNote is click on your user login name as per above figure.

Sharing Documents with others

You can SHARE your files or folders, which will allow you to collaborate with other students on the Microsoft Email. For example, if you are working as a group of students on a single PowerPoint presentation as a team, sharing that document among the team will allow any of those team members to modify the document, and all will see the changes.

Simply click on the SHARE option on the top menu bar
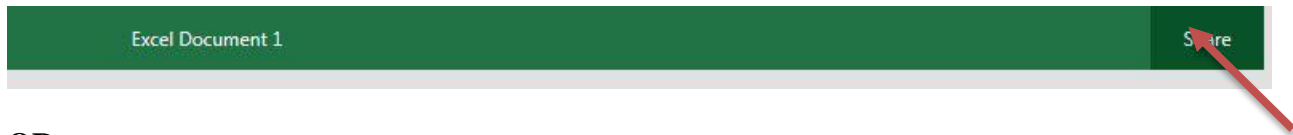
OR

You can use the SHARE option in dashboard as per below figure.
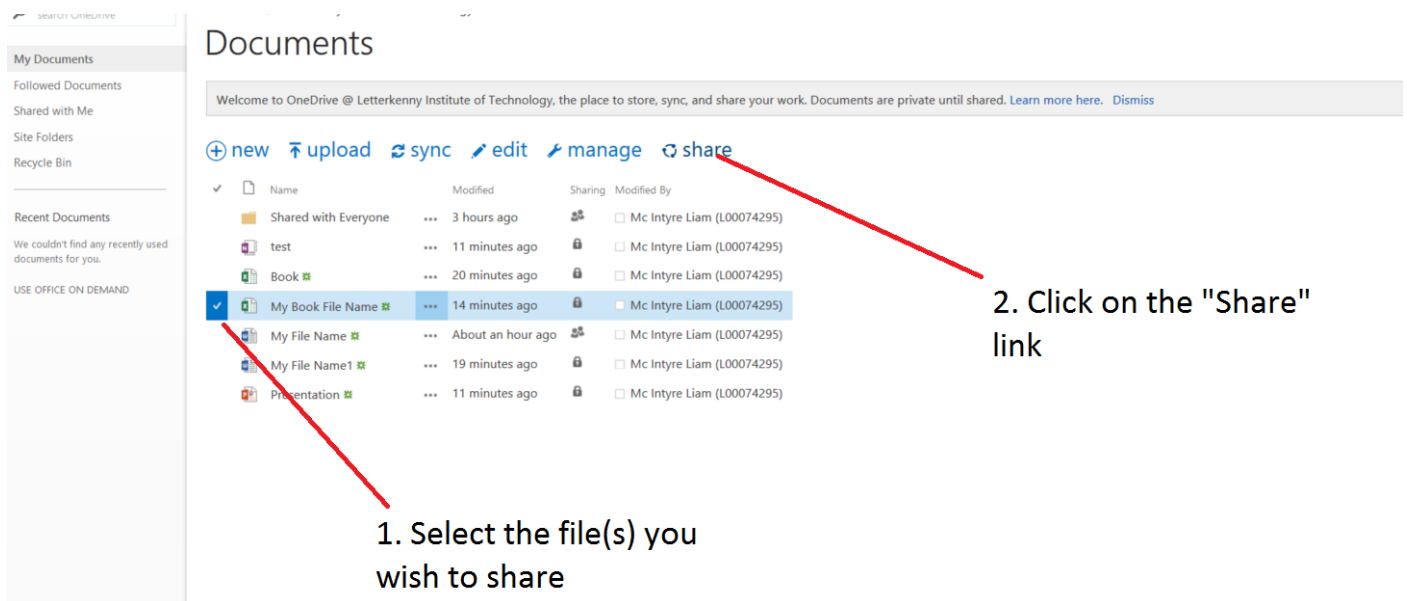
Then the following screen will appear – requesting email addresses of who you wish to share your file(s) or folder(s) with. That student will receive an invitation to shared document and the document will appear in their OneDrive folder.

Welcome to OneDrive @ Letterkenny Institute of Technology, the place to store, sync, and share your work. Documents are private until shared. Learn more here. Dismiss

⊕ new   ⤒ upload   ⟳ sync   ✎

✓ ▯ Name   Modifi
    ▢ Shared with Everyone   ⋯ 3 hour
    ▢ test   ⋯ 11 mir
    ▢ Book ⊠   ⋯ 20 mir
✓ ▢ My Book File Name ⊠   ⋯ 14 m
    ▢ My File Name ⊠   ⋯ About
    ▢ My File Name1 ⊠   ⋯ 19 mir
    ▢ Presentation ⊠   ⋯ 11 mir

Share 'My Book File Name'   ✕

🔒 Only shared with you

Invite people	l00012345@student.lyit.ie	Can edit ▾
Get a link		Can edit
Shared with		Can view

Please review my File

☑ Require sign-in
HIDE OPTIONS
☑ Send an email invitation

                                    [Share] [Cancel]

1. Enter the email address you wish to your file(s) or folder(s)

2. If you them to edit or view
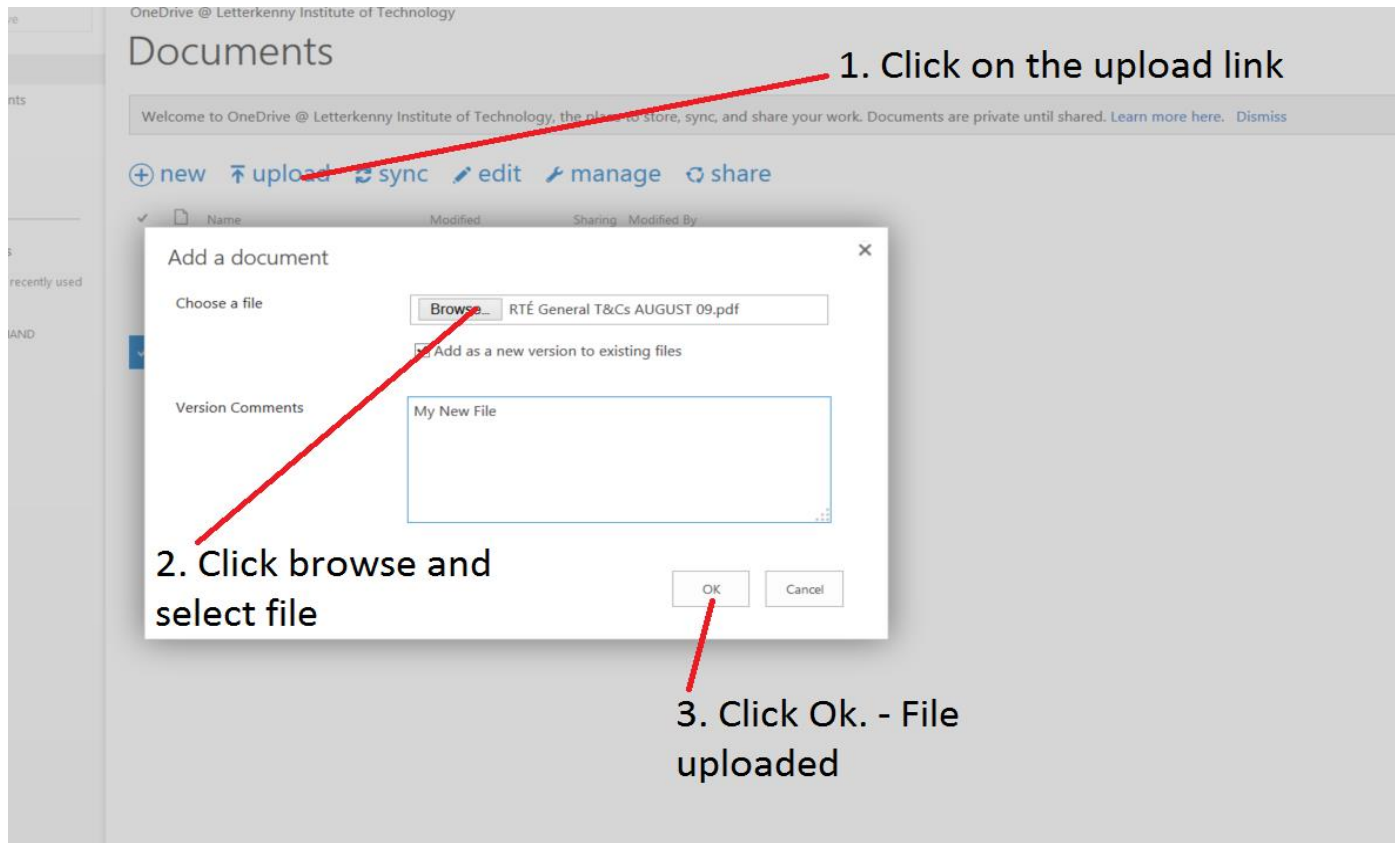
3. Enter details (optional)

4. Click on "Share" button.

Uploading Files to OneDrive

OneDrive supports drag & drop i.e. you can drag a file from your desktop into OneDrive and vice & versa.

OR

You can use the upload button as per below figure.

Managing Files in OneDrive

You can perform various management tasks against your folder or files by selecting the file(s) or folder(s) and click on manage as per below figure. You can then choose what action you want to do i.e. delete file or folder.